# Administrative Updates Newsletter for Child Nutrition Directors & Managers

## Extending Free Status to Children not listed on the Direct Certification List

"Extended or extension of eligibility" means that all children in the household are categorically eligible for free meals if any child or adult receiving SNAP, FDPIR or TANF benefits is a member of that household. Eligibility for free meals is extended to all children in a household if any member has been identified through the direct certification process as eligible for benefits. These children are also considered directly certified. LEAs are encouraged to take appropriate steps to identify these children who are part of the family but were not identified through direct certification through available means, which may include, but are not limited to, the use of school district enrollment records.

# How do I Document This Extended Eligibility?

If you have students who reside in a household with a student listed on the Direct Cert list, add the names to the bottom of your printed Direct Cert list and write "lives in same household as (name of Directly Certified student).

# **School Reviews**

If your school district is up for review this year, you may get started on the paperwork that needs to be completed. Before we come out to see you, the <u>Off-Site Assessment Tool</u> and the <u>Dietary Specifications Assessment Tool</u> must be completed and returned to our office. Here is a link to the Child Nutrition website where you can find the fillable forms that need to be completed. If you have any questions, please call our office at 1-888-338-3663.

#### Grandkids: Are they categorically free if Grandparents are raising them? NO

Several administrators and grandparents have asked if students who are being raised by their grandparents are categorically eligible for free meals at school. The answer is No. Grandparents that want free meals for grandchildren need to fill out an income application and write their income on it just like any other household. Students who are being raised by their grandparents are not automatically eligible for free meals.

## Fresh Fruit and Vegetable Grants Risks Assessment

New federal grant regulations (Uniform Grant Guidance-UGG) became effective on December 26, 2014 for grants that were funded by the federal government after that date. LEA's who have received a Fresh Fruit and Vegetable Grant will have a risk assessment completed each year you receive the grant. Risk factors that are measured include:

Prior Experience/Performance
New Personnel
Prior Monitoring Findings
Late Reporting
Data Submission Errors
Grant Award Amount
Audit Findings
Lapsed Funds
Maintenance of Effort Violations.

The purpose of the annual assessment is to determine which grant recipients may need additional oversight or technical assistance during the grant period.

An assessment will be completed for this year's FFVP grantees. You will be notified only if you are moderate or a high risk. The assessment will be completed for the 2016-2017 grantees and results will be included in your Grant Awards next August. If you have questions call Kaye 701-328-2275 or Joe 701-328-3237.

# **Professional Development: Easy Ways to Earn Credit without Traveling**

Many school foodservice staff members are very concerned about acquiring professional development hours. One of the easiest ways is to read the *Directions* and *Administrative Update* newsletter articles. We include articles addressing hot topics that people have questions about. Please print the newsletters and give them to your staff to read on short breaks or at a set time when you are all together and discuss the topics. Professional development can be logged in 15 minute increments (.25 hours), on the Professional Development (PD) Log. Just record whatever topics you read about, the date, and time.

Another way to acquire PD hours would be to go over all the handouts from our Back-to-School Workshop (BTSW), which located on our website. Print the handouts out and go over the sessions. We provided 6 hours of training. You can separate it out into smaller increments. If you already have 6 hours on your PD Log for BTSW, you cannot get credit again.

Link to BTSW Presentations:

Link to Professional Development Log is the ninth item on the BTSW list:

https://www.nd.gov/dpi/Administrators/ChildNutritionFoodDistribution/SchoolNutritionPrograms/Training/

Another source for PD articles would be the *School Nutrition Journal*. Only members of ND School Nutrition Association receive this journal. If you are not a member, you can join for about \$40 a year, which is an allowable food service expense. The link to the membership application is at:

https://schoolnutrition.org/uploadedFiles/Membership/Membership Types and Applications/ND.pdf

We've also heard concerns about part-time staff needing 4 hours of PD. If you break that up into 15 minute increments, it is only 16 short sessions. Please take advantage of the above resources to meet your PD requirements.

If you have questions about Professional Development, please call or write Deb Egeland or Kaye Knudson at 888-338-3663 or <a href="mailto:degeland@nd.gov">degeland@nd.gov</a> or <a href="mailto:ksknudson@nd.gov">ksknudson@nd.gov</a>.

# **Unpaid Meal Charges**

# What are the rules?

School Food Authorities must serve lunches free or at a reduced price to all students who are determined to be eligible for such meals under 7 CFR part 245.

If a student shows up with funds to pay for one meal, the SFA must allow that child to pay for and eat that one meal even if there is a negative balance.

Negative balances are not allowed to be paid from your non-profit school foodservice funds. At the end of the year any negative balances or unpaid meal charges are considered bad debt and must be recouped from funds other than foodservice or written off as bad debt, according to your schools procedure. In many SFA's, this means dollars from the general fund.

Do you have a policy for unpaid meal charges? If not, you need to develop a policy. Here are some best practices from other school districts.

## Make your policy official and enforceable

Establish a written plan that is adopted by the school board and communicated to all families and staff. This can be done by placing the policy in student handbooks and on your website. The policy needs to be followed consistently by all staff. Some schools have funds that may have been donated by an organization to help pay for students who occasionally have a meal charge that is not covered and have not submitted an application for free or reduced priced meals.

# Establish a policy that works for your district

Some districts set a zero balance where no student can go below a zero balance. Other allow a certain number of meals to go into a negative balance before no more meals are served and some districts allow an indefinite number of alternative meals. Schools are not required to provide an alternate meal, however children do learn better when they are not hungry.

# Have a communication system in place to notify families

All good policies have an advance warning systems in place so both students and parents know when balances are running low or they have run out of funds and the student will no longer receive meals or will receive an alternate meal. Your policy should include how, when, and how frequently you will warn students and parents of low, zero or negative balances.

#### Follow up on negative balances

Schools should plan to spend time trying to collect outstanding funds. Sending letters, e-mailing, calling parents, text messages are all methods used by schools to collect on negative balances. It is best practice to document all communication attempts with parents to identify what method of communication works best. Setting a low, zero, or negative balance policy is currently not a requirement of the school lunch program but is best to develop a policy before your district faces large negative balances that have not be paid by the end of the school year.

## Verification

Sponsors must verify (ask for documentation) 3% of the total number of income applications received by October 1 every year. Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch program or School Breakfast Program. The verification process must be separate from the approval process. Verification information may be provided at the time application is made for free and reduced- price meal benefits, but the application must be initially approved or denied based on the information supplied on the application. 3% is only 1 out of every 33 applications. When calculating the 3% all fractions must be rounded up to the nearest whole number.

#### Confirmation Review Before Verification

Each application selected for verification must be re-evaluated by a different person than the person who made the original determination. Once the required confirmation review is completed, the sponsor may proceed with verification if the initial determination was correct. If the confirmation review indicates the new eligibility status is to the household's benefit, the sponsor should make the changes as soon as possible and proceed with verification. If the confirmation review shows that there should be a decrease in benefits. The sponsor proceeds with and completes verification before any notification of a new eligibility status is given.

#### **Household Notification of Selection**

When a household is selected for verification and is required by the sponsor to submit documents or other forms of evidence to document eligibility, the household must be sent a notice or letter informing them of their selection and of the types of information acceptable to the sponsor. Sponsors must provide households a means of asking questions about verification by telephone without the household incurring a charge for the call. When the sponsor verifies an application by contacting an agency such as FDPIR or County Social Services/SNAP to verify eligibility, the letter or notice of selection is not required.

A prototype letter to households selected for verification is available on our website at: https://www.nd.gov/dpi/uploads/97/Lettertohouseholdselectedforverification.pdf

#### **Verification Documents**

Verification documentation can be from any point in time between the month prior to application and the time the household is required to provide income documentation. Acceptable verification documents are listed for the following forms of income:

# EARNINGS/WAGES/SALARY FOR EACH JOB:

Current paycheck stub that shows how often it is received-**OR**-Signed letter from employer stating gross wages paid and how often they are paid

#### SELF EMPLOYED PERSONS (INCLUDING FARMERS)

Most recent copy of federal tax form 1040-**OR**If previous year tax form is not indicative of current income status, business or farming papers such as ledger or tax books may be used

#### SOCIAL SECURITY/PENSIONS/RETIREMENT

Social Security retirement benefit letter-**OR**-Statement of benefits received-**OR**-Pension notice

#### UNEMPLOYMENT COMPENSATION/DISABILITY OR WORKER'S COMPENSATION

Notice of eligibility from State Unemployment Office-OR-

Check stub-OR-

Letter from Worker's Compensation

#### SNAP OR TANF BENEFITS, FDPIR ASSISTANCE

Benefit letter from agency

#### CHILD SUPPORT/ALIMONY

Court decree, agreement or copies of checks received.

#### ALL OTHER INCOME

Information or papers that show the amount of income received, how often it is received, and the date received.

If the household is unable to confirm its eligibility or refuses to cooperate in verification efforts, benefits must be terminated in accordance with the hearing procedures outlined in the sponsor's free and reduced-price policy statement.

#### **Notice of Adverse Action**

All households for whom benefits are to be reduced or terminated must be given ten calendar days' written advance notice of the change.

The first day of the advance notice period is the day the notice is sent.

The notice must advise the household of the following:

the change in benefits,

the reasons for the change,

that an appeal must be filed within the ten-day advance notice period to ensure continued benefits while awaiting a hearing and decision,

the instructions on how to appeal,

that the household may reapply for benefits at any time during the school year, and

that Food Stamp or TANF households may submit an application containing household names and income information and provide written evidence of current household income and the social security numbers of adult household members

# **Completion of Verification**

Verification of the selected/chosen sample size must be completed by November 15 of each year. Information must be recorded on the Verification Summary Report in NDFoods.

# **Online Verification Summary Report – User Instructions**

#### Overview:

North Dakota DPI is required to report the results of school free and reduced price eligibility verification efforts each year. All School Nutrition Program (SNP) Sponsors must complete applicable sections of the Verification Collection report and submit the report to DPI.

The report is completed in NDFoods. A link to the report questionnaire will appear in the Work Queue on November 1<sup>st</sup>. The report must be completed by December 15th

The report questionnaire takes the user through a series of questions. The questionnaire is designed to collect answers to the required questions only. For instance, an RCCI that doesn't collect eligibility applications, and therefore does not have to conduct verification will not be required to completed sections 4 & 5 of the report.

You will need the following information, where applicable, in front of you when completing the report:

Total enrollment on the last operating day in October.

Direct Certification Information from STARS

A list of categorically eligible students other than Direct Certification:

Homeless

Migrant

Runaway

Receiving assistance through the Food Distribution Program on Indian Reservations (FDPIR)

District has identified student as eligible for free meals on behalf of the child

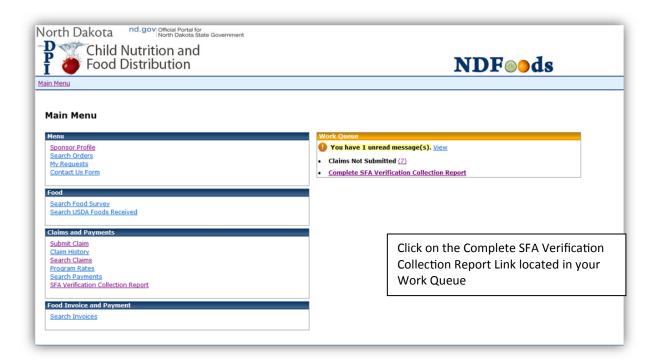
All free and reduced price applications approved for the school year:

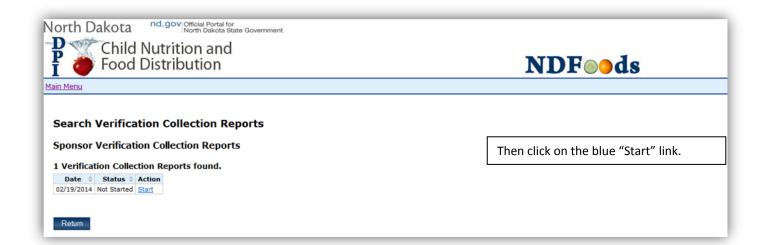
Separate the applications by eligibility category (free and reduced price)

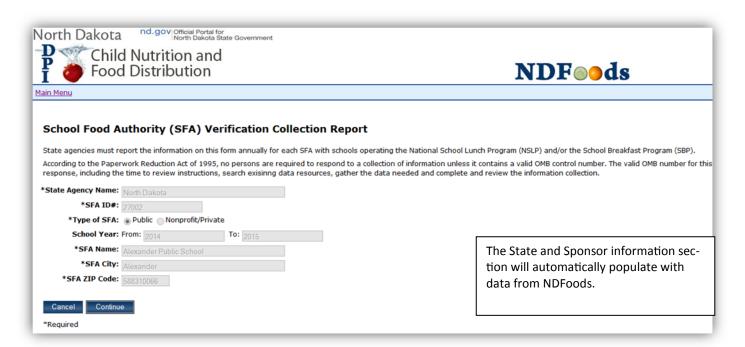
Separate the free applications by eligibility reason (income application, SNAP/TANF case number, or foster child)

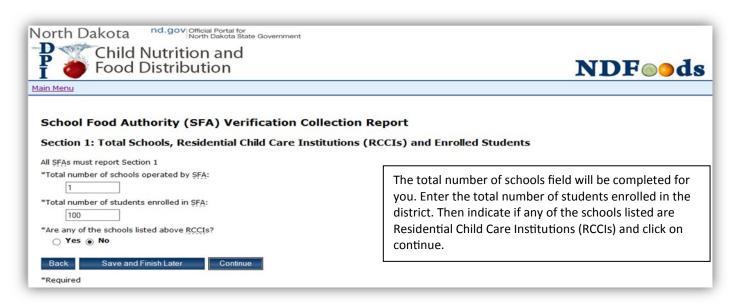
Verification documentation

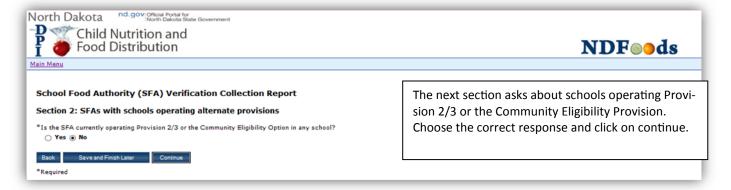
Contact Scott Egge at segge@nd.gov or 701-328-2319 with questions regarding the report.











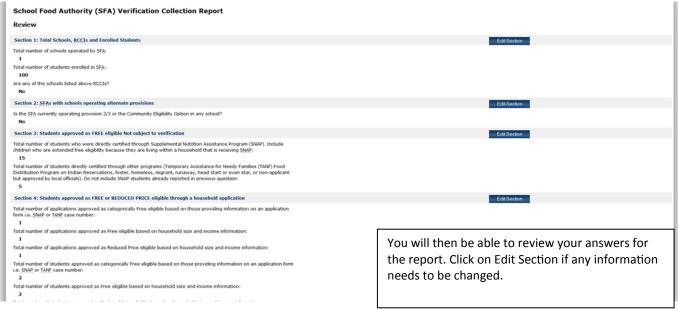
If the Sponsor is an RCCI or is participating in Provision 2/3 or the Community Eligibilnd.gov Official Portal for North Dakota State Government North Dakota ity Provision (CEP), the box at the beginning Child Nutrition and of Section 3 will be checked and the report Food Distribution will be complete for these Sponsors. Main Menu School Food Authority (SFA) Verification Collection Report Section 3: Students Approved as Free eligible Not subject to verification \*Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools) Total number of students who were directly certified through Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP: 15 Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, head start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question: All other Sponsors will enter the information regard-Back Save and Finish Later Continue ing directly certified students and click on Continue. \*Required

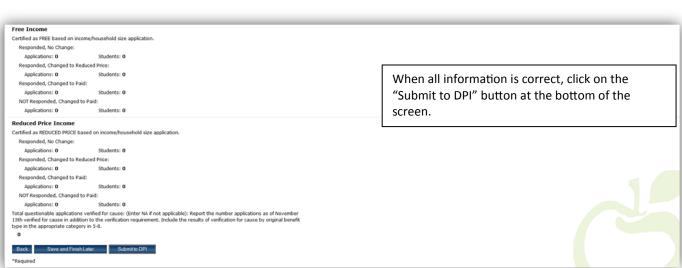
#### School Food Authority (SFA) Verification Collection Report Section 4: Household applications and students approved as Free or Reduced Price eligible through an application Please enter the number of approved application forms on file for the following eligibility determinations: Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number: Total number of applications approved as Free eligible based on household size and income information: 5 Total number of applications approved as Reduced Price eligible based on household size and income information: Please enter the number of students approved as Free or Reduced Price by the following eligibility determinations: Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number: Section 4 collects information on the Total number of students approved as Free eligible based on household size and income information: number of approved applications by Total number of students approved as Reduced Price eligible based on household size and income information: eligibility category and the number of 3 students listed on those applications by Total FREE Eligible Students Reported: 30 eligibility category. The total FREE and Total REDUCED PRICE Eligible Students Reported: Total REDUCED PRICE eligible students Back Save and Finish Later Continue at the bottom of the page is populated

by the system.

	The check box at the top of Section 5 is
	completed for those sponsors not required
School Food Authority (SFA) Verification Collection Report	· · · · · · · · · · · · · · · · · ·
Section 5: Verification Results	to complete verification (RCCIs, Provision
*Check the box only if ALL schools and/or RCCIs are exempt from verification. If the box is checked	2/3 and Community Eligibility Sponsors).
Was verification performed and completed?	
Yes, completed by November 15th	
Yes, completed after November 15th	Direct Verification is the process of records
O No, verification was NOT performed or the process was not completed	•
Type of verification process used:  (a) Standard (lesser of 3% or 3,000 error prone)	from Public Agencies, such as the Depart-
Alternate one (letter of 3% or 3,000 selected randomly)	ment of Human Services to verify income
<ul> <li>Alternate two (less of 1% or 1,000 error prone applications PLUS letter of one-half of one percent</li> </ul>	t or 500
applications with SNAP/TANF/FDPIR case numbers)	and/or other program participation.
Total number of error prone applications (do not report student numbers) as of October 1st:	
Total number of applications (do not report student numbers) selected for verification same.	
1	
✓ Check the box if direct verification was not conducted in the SFA.	
Results of Verification by Original Benefit Type (5-8)	
For each original benefit type (A, B, & C), report the number of applications and the number of students a	s of November 15th for each result category (1, 2, 3, & 4). Do NOT include stu
Free Categorically Eligible	
Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application.	Sponsors that have completed Verification will
Responded, No Change:	enter information about their verification process
Applications: 0 Students: 0	·
Responded, Changed to Reduced Price:	and the results of their verification activities.
Applications: 0 Students: 0	
Responded, Changed to Paid:	
Applications: 0 Students: 0	
NOT Responded, Changed to Paid:	
Applications: 0 Students: 0	
Free Income	
Certified as FREE based on income/household size application.	
Responded, No Change:	
Applications: 1 Students: 3	Report only information from verified applica-
Responded, Changed to Reduced Price:	tions in this section
Applications: 0 Students: 0	tions in this section
Responded, Changed to Paid:	
Applications: 0 Students: 0	
NOT Responded, Changed to Paid:	
Applications: 0 Students: 0	
Reduced Price Income	
Certified as REDUCED PRICE based on income/household size application.	
Responded, No Change:	
Applications: 0 Students: 0	
Responded, Changed to Reduced Price:	
Applications: 0 Students: 0	
Responded, Changed to Paid:	
Analications: Students:	

Free Income	
Certified as FREE based on income/household size application.	
Responded, No Change:	
Applications: 0 Students: 0	
Responded, Changed to Reduced Price:	
Applications: 0 Students: 0	
Responded, Changed to Paid:	
Applications: 0 Students: 0	After entering the verification results
NOT Responded, Changed to Paid:	After entering the verification results
Applications: 0 Students: 0	information, click on Continue.
Reduced Price Income	,
Certified as REDUCED PRICE based on income/household size application.	
Responded, No Change:	
Applications: 0 Students: 0	
Responded, Changed to Reduced Price:	
Applications: 0 Students: 0	
Responded, Changed to Paid:	
Applications: 0 Students: 0	
NOT Responded, Changed to Paid:	
Applications: 0 Students: 0	
Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of	
November 15th verified for cause in addition to the verification requirement. Include the results of verification for cause by	
original benefit type in the appropriate category in 5-8	
0	
Back Save and Finish Later Continue	









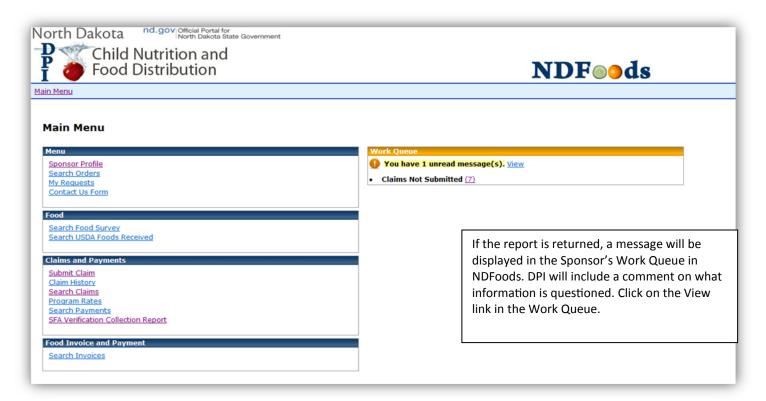
Report successfully submitted to D

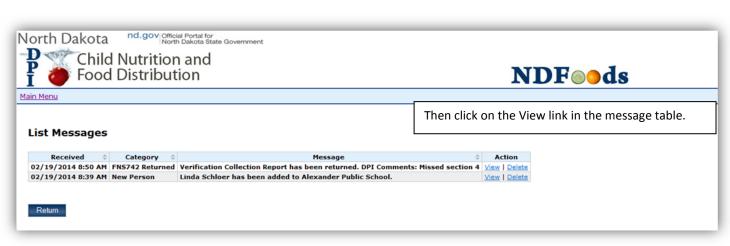
# **Search Verification Collection Reports**

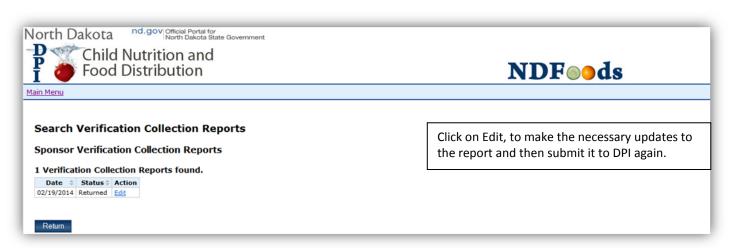
**Sponsor Verification Collection Reports** 

1 Verification Collection Reports found.

A "Report Successfully Submitted to DPI message will be displayed. When the report is in submitted status the sponsor will be able to View the report, but will not be able to edit it. DPI will review the report and will either approve it or will return it to the sponsor for correction. The report status will change to "Approved" when DPI has accepted the report.











Main Menu

#### **Search Verification Collection Reports**

**Sponsor Verification Collection Reports** 

1 Verification Collection Reports found.

 Date
 \$\phi\$
 Status \$\phi\$
 Action

 02/19/2014
 Approved
 View| Print

Return

When the report is in Approved status the sponsor will be able to View and Print the report. The printable report is in the original USDA report format (Shown Below).

	1-01-969	D	epartment of Agricultur	re, Food and Nutrition 3	Service		piration Date: 04/30/201
		School Fo	ood Authority (SFA	A) Verification Coll	lection Report		
	State /	Agencies must report the inform		ALLY for each SFA with a School Breakfast Program		National S	chool Lunch
		All SFAs, including SFAs with	all schools exempt from	verification requirements,	must complete app		
	num	ding to the Paperwork Reduction Act of loer. The valid OMB number for this of luding the time to review instructions,	ollection is 0584-0026. The ti	me required to complete this in	nformation collection is 4	5 minutes per i	response,
	te Agency Nam Dakota	ė:	SFA ID#: 27002		Nonprofit/Private	School Y From: 2	
	A Name: ander Public Sch	ool		SFA City: Alexander		SFA Zip Code:	5 8 8 3
	Total Schools,	" All S	FAs must report Section 1		A. Number of OR Institut		B. Number of Students
-	Residential Child Care	1-1: Total schools (Do Not incl	ude RCCIs):			1	10
Section 1	Institutions	1-2: Total RCCIs (do not includ	e schools counted in 1-1):			0	
Š	(RCCIs) and Enrolled	1-2a: RCCIs with day stud	ents (Report ONLY <u>day</u> stud	dents in 1-2e):		0	
	Students	1-2b: RCCIs with NO day	students:			0	
600		** ONLY SFAs with a	ternate provisions must re	port Section 2 **	A. Number of a		B. Number of Students
		2-1: Operating Provision 2/3 in	a BASE year for NSLP and	SBP:		0	
		2-2: Operating Provision 2/3 in	a NON BASE year for NSLF	P and SBP:	0		
section 2	SFAs with schools	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:					
Sec	operating alternate	2-2b: Provision 2/3 studen	ts reported as REDUCED PI	RICE in a NON BASE year:			
	provisions	2-3: Operating the Community Eligibility Option:				0	7
		2-4: Operating other alternative	s for NSLP and SBP:				
		2-5: Operating an alternate pro	vision(s) for only SBP or or	nly NSLP:			
	Students	** All SI	As must report Section 3 of	or check box 3-1 if applicab	ile **		B. Number
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5 HO	eligible NOT subject to verification	3-2: Students directly certified (SNAP): Do <u>not</u> include student					2
section		3-3: Students directly certified through Temporary Assistance for					
0		Reservations (FDPIR), or Medica	id (if applicable); those doc	cumented as homeless, migr	ant,		
		runaway, foster, Head Start, Pre NOT include SNAP students all		ant but approved by local off	ficials. DO		
		3-4: Students certified categori students certified for free meals					
		students certified for free means	nrough the termy provious	a letter from the SNAP ager.			
	Students approved as FREE or	** All SFAs collecti	ng applications must repor	t Section 4**	A. Numbe Application		B. Number of Students
+ 110	REDUCED PRICE	4-1: Approved as categorically documentation (e.g. a case num				0	
action	eligible	4-2: Approved as FREE eligible	and income		2		
Section	through a household	information				- 1	

H						g in Section 5 is re			
5	i-2: Was verificatio	n performed and c	ompleted?		5-3: Type of Verif	fication process u	sed:		
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	If 1 or 3 is checker report 5-4. If 2 is checked in 5 "N/A" in 5-4	i-3, enter	Report all applic	ROR PRONE app ations as of Octob red error prone		1	5-5: Nu applications s for verification s	elected	1
-	5-6: 💢	Check the box	if direct verifica	tion was not cond	heck box 5-6 if app lucted in the SFA, ( erification). If 5-6 is	i.e. not one of the	A	Number of plications	B. Number of Students
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1.	For each o  A. FREE- Certified as FREE documentation (e. Result Category Responded, NO CHANGE: Responded, Changed to	h SNAP/FDPIR/ME riginal benifit type i Categorically Eligi based an SNAP/T. g. case number) or a. Applications	A, B, & C), repor Do NOT in ble NMF/FDPIR application b. Students	s-8: Results of V t the number of ap- clude students an  Cert income Result Category  1. Responded NO CHANGE 2. Responded Changed to	plications and stude applications alreace B. FREE-Income lifted as FREE base shousehold site app a. Applications	direct verification all Benefit Type into as of Novembra of Novembra of the proported in 5-7A of an allication b. Students	or 15th for each res or 5-78.  C. REC Certified as F Incomete Result Category  1. Responded, NO CHANGE: 2. Responded, Changed to	BUCED PRICE-Inc. REDUCED PRICE PRICE Busehold size applia a. Applications	based on lication

